

**APPROVED 04/15/2010**

At 6:05 pm the Board's meeting was called to order in the basement meeting room at the Fremont Town Hall. Present were Selectmen Greta St Germain and Brett Hunter; and Town Administrator Heidi Carlson.

**OLD BUSINESS**

1. Selectmen reviewed the minutes for 01 April 2010. A motion was made by St Germain to approve the minutes of 01 April 2010 with two typographical errors corrected. Hunter seconded and the vote was approved 2-0.
2. The Auditor is coming Monday 19 April and is usually here for three business days. Carlson will check on when the best time to meet with the auditor might be, and see what would fit into his schedule.
3. Work continues on the Ethics Policy, and it will be discussed in the future.
4. There was discussion about the Purchasing Policy in follow-up to the meeting two weeks ago with departments. Selectmen discussed increasing slightly the dollar value before needing a purchase order. There was also further discussion about the specific case made about uniforms and fire protective gear.

The Policy will undergo further review.

5. The Board's final Fraud Policy has been submitted to Town Counsel for review.
  6. Carlson provided updates the Board on the Greater Exeter Regional Health Planning meeting of 04/07/2010 (this was also emailed to Emergency Management Director and Deputy, and the Health Officer).
- Town EOC and other contact information are being updated on a regular basis. Carlson provided the Fremont information at the meeting in March; and followed up with additional information by email. Susan Geier is working all of this into a revision of the AHHP that will be part of each Town's EOP.
  - Geier is working on Citizen Corp formation. This will include Community Emergency Response Team (CERT – non-medically trained volunteer) and Medical Reserve Corps (MRC – medically trained volunteer) Units. More will be coming on this, and there is a daylong session in June to start training on these things, which is sponsored by Volunteer NH.
  - Geier is looking for MACE volunteers from the Towns.
  - Another part of her grant work will be working with a "volunteer" coordinator (coming by summer, perhaps). Her new grant year begins July 1, 2010. This will result in an application process, by laws, training, and an on-line application and registration process (for a volunteer database). This may work in concert with CERT.
  - Sheltering is now something being taken over by the NH Department of Health. Sounds like there are some bugs being worked out, but an increased awareness and some type of organization on regional sheltering is being considered.
  - The last hour was a "hotwash" as she calls it in follow-up to all of the H1N1 clinics. They are gearing up for H5N1 (which is the avian flu again) this fall.

- The minutes for the meetings and other information are up on the website at [www.greaterexeter.org](http://www.greaterexeter.org). The next meeting is June 2, 2010 in Exeter; and then they will be meeting every other month. The next meeting may be in late August or early September to gear up for re-opening of schools, and whatever updated flu info is available by then.

7. St Germain discussed some Highway Study Committee updates, and the draft minutes were available for review. Selectmen discussed adopting a Mailbox Policy, and a sample from another town will be reviewed, to see what can be formatted for Fremont. Carlson also found a sand storage policy and drafts of each will be prepared and taken to the Highway Study Committee for review.

## NEW BUSINESS

1. Selectmen reviewed the bills and the Accounts Payable manifest in the amount of \$6,128.89 for the current week dated 09 April 2010. St Germain moved to approve the Accounts Payable manifest of \$6,128.89. Hunter seconded and vote was unanimously approved 2-0.

2. Selectmen reviewed the folder of incoming correspondence.

3. Carlson advised that Jeanne Nygren had put the new oil contract out to bid. She has also sent out Memorial Day letters. The Memorial Day Parade is scheduled for Sunday May 30, 2010.

At 7:00 pm Department Head Neal Janvrin met with the Board briefly. He discussed some ongoing matters. He said he has taken the old unmarked cruiser off the road. The new cruiser will arrive April 26<sup>th</sup> but cannot get outfitted until May 10<sup>th</sup>.

At 7:10 pm Road Agent Mark Pitkin came into the meeting.

Janvrin said that the #2 car (front line patrol cruiser) has had some repair issues. Being a year behind on the conversion is wearing the patrol cruisers out. Janvrin said he might look into a lease program for next year.

Chris Lane is through his FTO program and goes up Monday for his pre-academy physical. Mike Malone has been outfitted and is doing his firearms qualifications.

Janvrin said he does not have the manpower budget to supervise the roadside cleanup projects.

Janvrin said there were two police details today, one car on patrol, one at a CAC interview in Portsmouth; and another vehicle taking the new officer to Haverhill to be outfitted with new uniforms. A private vehicle was used because the Department vehicles were all on Department business.

Janvrin discussed issues with pay in surrounding towns.

Pitkin came in and discussed the following Highway Updates:

- He reported that he met with the PSNH Arborist at the Scenic Road Public Hearing last night; and that they had been out and will remove the rest of the hazard trees on North Road. The Planning Board's notice of decision has also been placed on file regarding the tree removal by PSNH.

- He reported meeting with Engineer Dan Tatem last week about projects he needs assistance with, the largest of which is on Beede Hill Road. There are two poles to be moved on Beede Hill Road in the area of the George residence. These poles have been called in by Carlson to PSNH as a work request; and it

they are due to contact Pitkin by Friday of this week or Monday of next, to review the work with him. Pitkin stated that the work he wishes to do requires filing of some forms with the State, and Tatem is doing this on the Town's behalf.

- Pitkin expressed concern about the guardrails and guardrail extensions to be installed on Frost Lane and Spaulding Road (as indicated) needing to be finished prior to additional occupancy certificates being issued. He said that Thom Roy was aware of this problem, and it needs to be determined when this work will get done. Janvrin added that he too, feels there is a significant safety issue and needs to be addressed sooner than later. It was suggested that Thom Roy advise the developer about this and get an estimate on completion. Pitkin said that the cistern needed to be done before any additional CO's were issued, and felt the guardrails needed the same status.

Janvrin added that John Wilder promised him, when he built the bridge on Frost Lane, that he would address Janvrin's concern about the blocks, which are a hazard (and need the guardrail installed around it). Thom Roy also needs to be aware of this and see when both the guardrails and cistern would be done.

- Pitkin said Costas Tonas had contacted him in follow-up to the Town's letter sent out regarding returning Shirkin Road to dirt. Tonas said he did not want the road returned to dirt. Pitkin advised him to send a letter to the Town and said a future meeting could be set up to discuss it.

Pitkin feels there is a liability now due to the current condition of the road. Janvrin said he did not think it should be returned to dirt and argued there is too much traffic traveling Shirkin Road. The counter-argument is that it is not Fremont traffic, but the majority of the traffic is caused by the businesses in Epping.

There was brief discussion about the \$3,000 pledged by Seacoast United for engineering services in the area, and what the status of that money was.

Janvrin and Pitkin left the meeting at 7:45 pm.

#### **NEW BUSINESS CONTINUED**

4. Selectmen reviewed and signed outgoing correspondence to Richard Lothian.

5. Selectmen have received notice that there are currently no Fremont representatives (Commissioners) to the Rockingham Planning Commission. A notice will be placed in the Newsletter to see if there are potential volunteers for these positions (up to two).

At 8:15 pm AFLAC representative Jonny Burgess arrived at the meeting, indicating he wanted to present some additional information to the Board regarding his earlier presentation.

He confirmed that people who are not on the regular payroll (such as an on-call firefighter) who wanted to participate could do so, and that AFLAC would on the first payment, accept a private check sent in with the Town's check. Following this, the participant would need to provide a checking account routing number or credit card number for future payments.

He said he just signed up the Town of Atkinson, and it included some volunteers. They do not need to be a regular paid employee; but must initially sign up as part of the payroll group at the first meeting and submit a personal check if they are not on the payroll in that week.

Burgess then referred to the draft Section 125 plan, which he had dropped off, but has not yet been reviewed by Town Officials. He said this is a document that has to be adopted and on file on the premises; but that no annual filing with the IRS is required. He stressed that only the plan has to be on file. He said this is the same document that you could hire an outside payroll company to complete, but that Aflac will do this for the Town for free, and the Town keeps the document on file. By having this, the Town could also have all of the other plan deductions (except disability wage plans) exempt from taxation.

He said the IRS plan is put in place at enrollment time, and the Town moves forward from there. The open enrollment month has to be set within the document. The first year of the plan is generally a “short year” and this can happen only in the first year. For example if Fremont set June 1 as an enrolment for now, the first year would be June 1 to December 31; and then back to a full 12 month calendar year as of January 1st.

Burgess said that the Towns of Raymond, Danville, Sandown and Atkinson all have signed on with Aflac plans.

Burgess said he would do an explanation for employees, perhaps holding a few sessions. He said that the enrollment process is pretty simple, all done electronically with only a need for basic information and a beneficiary name.

After further discussion and review of the calendar and payroll dates, it was discussed to aim for a June 1 enrollment date and have sessions at noon at the Town Hall; and 7:00 pm at the Safety Complex, on Monday May 3, after confirmation with the Fire Chief.

This will allow any employees to attend at their lunchtime or in the evening for those who work out of Town during the day.

6. Selectmen reviewed and approved an Intent to Excavate for parcel 02-151.002 owned by Dan Olson on Main Street.

7. Selectmen reviewed a letter from the Kingston Board of Selectmen regarding sheltering costs and responsibilities. A tentative meeting has been set in the future with the EMD and Deputy EMD to discuss this and updates from the storm meeting held a month ago.

Selectmen asked Carlson to reply to Kingston to let them know the Board had received the letter; and have been discussing it.

8. The two-year time frame is up for the maintenance bond on Kenniston Way. The Road Agent has approved it, and the Planning Board approved it last night. Selectmen reviewed this and also agreed the bond could be released less the Town’s administration fees.

9. Selectmen reviewed and signed the Federal Surplus Property Program Application renewal, with Department Heads Butler, Janvrin, Pitkin; and Dick Rand and Heidi Carlson listed as authorized signers.

10. Selectmen reviewed the contract for utility valuation services with George E Sansoucy PE LLC for utility updates in the 2010 tax year. The cost of the contract is \$3,500, unchanged from the prior year. St Germain moved to approve the contract with Sansoucy. Hunter seconded and the vote was unanimously approved 2-0.

11. Selectmen reviewed an Elderly Exemption application for Barbara Bean at parcel 03-148. The applicant is not qualified, thus the Board voted to deny the application; and signed a letter to the applicant.

**NEXT WEEK**

The next regular Board meeting will be held on Thursday April 15, 2010 at 6:00 pm.

With no further business to come before the Board, motion was made by St Germain and seconded by Hunter to adjourn the meeting at 9:10 pm. The vote was unanimously approved 2-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator